Terms of Reference (TOR) for Data Collectors

Organization: World Voices Uganda

Project: Deepening Community Access to Justice Project (DCAJP).

Date of release: 12th August 2024

Brief Background:
World Voices Uganda is currently implementing a sub-project titled "Deeping Community Access to Justice Project" (DCAJP) with support from IDLO. The intervention aims at closing the justice gap for the poor and most vulnerable in the rural communities of the Albertine and Rwenzori regions. The goal is to enhance access to justice for rural, vulnerable, and marginalized communities in the districts of Kakumiro, Kyegegwa, Kikuube and Kagadi in Mid-Western Uganda. With the proposed project interventions, the marginalized persons are offered an opportunity to access timely, quality, fair and accountable justice service delivery at the community level.

To achieve the goal, the project has two primary outcomes: The first focuses on strengthening informal justice mechanisms in Kakumiro, Kyegegwa, Kikuube and Kagadi districts and the second focuses increasing community participation in delivery of justice services. Component two integrates activities aimed at raising awareness about formal and informal justice mechanisms as part of stimulating utilisation of the existing services accessible to them. In respect to the outcomes, the project integrated a Knowledge, Attitude and Practices (KAP) survey to help assess the target communities' perceptions of the existing formal and informal justice mechanisms including the project supported Bataka courts, Community legal volunteers, legal officers as well as the formal mechanisms present in the target communities. Results of the KAP survey are meant to lessons, reporting and future project designs.

The purpose of this document therefore is to solicit applications from qualified individuals to serve as data collectors for the Knowledge, Attitudes, and Practices (KAP) survey on aspects of community access to Justice. The data collectors will be responsible for administering surveys, collecting data, and ensuring data quality.

Call for expression of interest:
To support the survey, World Voices Uganda now seeks data collectors who will work closely with the WVU's MEAL unit to collect data in the target districts of Kagadi, Kyegegwa, Kakumiro and Kikuube on a short-term basis.

Key responsibilities of data collectors:

- **Data Collection:**
  - Attend data collectors' induction led by the MEAL unit.
  - Collect data from the study area using the data collection tools that will be provided to you.
  - Record data accurately and consistently.
  - Verify data for accuracy and completeness.

- Gather any feedback/concerns /complaints from the respondents during the assessment
- Follow and adhere to the data collection ethics
- Participate in the de-brief meetings each day after data collection.
- Strictly adhere to WVU's policies.

- **Participant Engagement:**
  - Establish rapport with participants to create a comfortable and conducive environment.
  - Explain the purpose of the survey and address any questions or concerns to the extent possible.
  - Respect participant privacy and confidentiality.

- **Reporting:**
  - Submit completed data collection forms and any relevant observations on time.
  - Report any issues or challenges encountered during data collection.

- **Training:**
  Selected data collectors will receive comprehensive training on:
  - Survey objectives and methodology.
  - The Questionnaire and administration techniques.
  - Data collection procedures and quality control.
  - Ethical considerations in research.

- **Qualifications:**
- **Minimum Education:** Diploma or equivalent.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Experience in conducting surveys or interviews is preferred but not mandatory.
- Familiarity with the target districts of Kyegegwa, Kagadi, Kakumiro and Kikuube is advantageous.

- **Compensation:**
  Data collectors will be compensated at a competitive rate as facilitation for their services.

- **Application Process:**
  Interested candidates should submit the following documents to the Country Director, World Voices Uganda on benda.worldvoices@gmail.com or hand deliver to our head office at Kiraba Lower, Kagadi District, by 31st August 2024:
  - Cover letter
  - Resume or CV

For more information, please contact Mob: +256 39 2961664, +256 772 676028, Email: info@worldvoicesug.org
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Deadline for Applications: 31st August 2024